App. F. IX-4

Previous References 1927-28. (GRS) C.R.B File No. 18-27

Serial Nos. 1 & 2

A preserve CMB 24.3.28

Later References

C. R. B. file No. 3-28 (2 sl:).

CMB 10-37-11

General and Revenue Secretariat.

Serial Nos. 2.

Part B for June 1928

SUBJECT.

G.O. No. 3776/CRB&2 25.5.28 Sanctioning the entertainment of a Second Division Clerk on Rs 30/- per mensem for a period of four months for sorting the old records of the office of the Central Recruitment Board.

D-3325
C.R.B

(1)

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Submitted.

The Office of the Secretary, Central Recruitment Board has been in existence since May 1921. In the initial stages of the operation of rules of recruitment, the work in the Central Recruitment Board Office does not appear to have been carried on in any systematic manner and the state of records relating to the period from 1920-21 to 1924-26 is anything but satisfactory. As a result, there is a large mass of ill-sorted and unsorted records lying even now in the Office Room and the Book Units with no sort of arrangement. They have all to be sorted and properly lodged.

2. In December 1925 the strength of the Central Recruitment Board Office was revised, and three Ist Division Clerks, two Second Division Clerks and a Typist allowed for it. Even then owing to lack of supervision by a ministerial head of the Office, in the person of a Superintendent, the C.R.B. Records failed to receive due attention. With a view to ensure better supervision over the work of the officials x

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G.R.S. III—3]

Routine Notes.

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and in consideration of increased work, the establishment of the Central Recruitment Board was revised and a whole time Superintendent - attached to the Section with effect from 1st November 1927. The ~~limited~~ establishment sanctioned for the Central Recruitment Board Office is noted in the margin. From the experience gained so far of the work in the Office, it is found that the current work alone is fully engages the existing hands. When any of the officials go on leave, the current work has to be managed with some difficulty. It is submitted therefore that none of the hands can spare any time for the sorting and arrangement of the records of previous years. In his rounds of Office inspection, the Chief Secretary was also pleased to observe and remark that the mass of useless records lying in the - Office should be weeded out.

First Division Clerks 2.
Second " " 2.
One Steno-Typist.

3. As in the circumstances above represented, the work cannot be - attended to by the limited existing staff, it is respectfully submitted that a Temporary Second Division Cler

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G.R.S. III—31

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

on Rs.30/- may be kindly given to the Central Recruitment Board for a period of 4 months or at least till the end of July 1928, for sorting [illegible] and arranging the old records.

4. Some of the items of work which may be entrusted to the temporary clerk are detailed below:-

(1) To sort all the old records.

(2) To classify the records yearwar

(3) To supply the omissions in the several Registers maintained in the Office, with reference to files, if necessary.

(4) To mark out the old records to be destroyed and preparing a list of papers for destruction.

(5) To form collections of important papers for purposes of future reference.

(6) To prepare essential statistics relating to recruitment for 3 or 4 years past.

(7) To enter in File Registers correspondence of an important nature which have not been already entered or file-Registered.

(8) To attend to such other work as the Secretary, Central Recruitment Board may think it necessary or desirable to get done, the work progresse

5. The extra cost during the curren year may be met from the budget provision for the G.R.S. and that

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(c)

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O.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent

for next year from the provision for contingencies of the Central Recruitment Board Office.

OFFICE OF THE THIRD MEMBER OF COUNCIL.
12 MAY 1928
No. 11274

Adm 5.5.28 6. Subd for orders
Chief Secy)
Chairman
Member
Registrar)

Copy OB thing after wards

7. The pay of the appointment is to be sanctioned, the cost for the current year may be met out of savings under "Establishment". 4. Civil Secy 12. Gl Admn

8. may be sanctioned

9. Submitted with a draft G.O.

Adm 16.5.18

10) For favour of kind perusal before issue

Chief Secy)

Chief Secy)

25 MAY 1928
11754

DE 3573
28/7/5

11) Issue Consult OB: the Govt Orders issued

2) H. com. 2088/18 29.5.28.
Women to face Supr

N.B.—Should routine notes be written on small slips the notes must be copied, or slips pasted on this form.

3325

6013 O. 5

G. R. S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

It is ascertained that Mahabala Setty recently has passed the ~~Intermediate~~ Examn. of B.A. Examn. & he was working in the Cy. Re Branch. Hence transferred to the Investigation Section

31.5.28

To The Comptroller

G.O. No. 3776 & 28.5.28

Sanctions the entertainment of a Second Sr. Clerk on Rs 30 pm moreover for sorting the old Records of the Office of the C.R.O., the cost being met from the Source indicated.

13) To O.B for necessary favour of a note with ref. to para 11 of the Rules.

Rec
31.5.28.

Mr Y. Mahabala Setty ag. II Sr. Clerk G.P.O., thrown out of employment from 3.6.28 may perhaps be appointed in the above vacancy

Supt
C.R.B. with
Compliments

9/6/28

Mr Y. Mahabala Setty was not found to be working satisfactorily in the Cy. Re branch & hence he was

N. B. -Should routine notes be written on small slips the notes must b cipoed, or slips pasted on this form.

-325-

b

G. R. S. III—3J

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

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sent to Mills Group Section. I do not think that he will be any use in the C.R.O. Office.

The petitioner mentioned Unnao has completed the B.A. course and he ~~appears to be~~ is poor and hard-working. If approved, mentioned Unnao where office is also said hereunto may be entertained as a Clerk on Rs 30/- and posted to the C.R.O. Office the entertained Clerk of the branch will be ~~detailed~~ put on the work detailed in Para 6 and mentioned Unnao will attend to the work.

submitted for orders.

Chief Clerk)

12/6

CHIEF SECRETARY'S
11 JUNE 1928

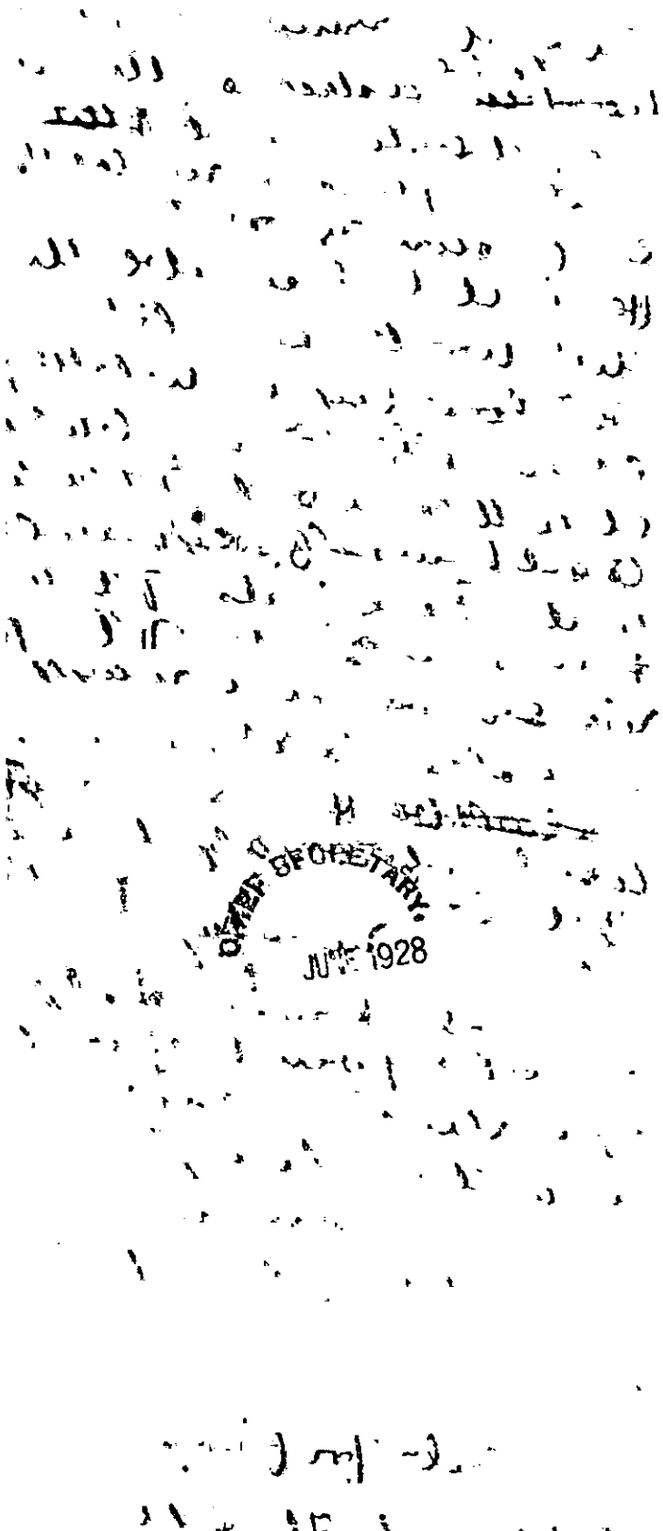
N. B.—Should routine notes be written on small slips the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

6013
0

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]



Ag II Sr. clerk
Mr H.S. Yellappa who was thrown out of employment from 1.6.28, may perhaps be appointed in C.R. Office. He has read up to the B.A. Standard and is reported to be a willing worker. He was doing recording work in the Protection Branch.

Sybd for orders. The Office may kindly be informed whether Mr Yellappa can be employed in any vacancy that may occur in the Office.

13/6

Chief Secy

13/6

16/6

18.6.28

Supt, C.R. B hint
Compliance—

19/6/28

13/6

Sd/-

Mr Yellappa has reported himself for duty. He will be given the work of forwarding the appeals (he knows Kannada well) & Mr K.D. Srinivasayya placed on record-keeping work.

20.6.28

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

8

3325

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Secd.

Mr. H. M. Srinivasa Iyengar has, as ordered, been entrusted with Record-sorting work of the New Clerk Mr. Yellappa ~~has~~ asked to attend to "Forwarding work".

As the diary is an important Record of CRPO Mfn to be maintained quite correctly, Mr. Butler Gwyn will, if agreed, be asked to continue to attend to diary work, pending orders on the note separately dated re: Mr. K. D. S. Iyengar

21.6.28

No objection

20/6

Mr. H. M. Srinivasa Iyengar to be asked to attend to record sorting work ~~etc~~ will only tend to make the confusion worst confounded. Hence it is desirable that this work should be got done by an intelligent Clerk of the Office & whom it will be a work of Variety to get himself acquainted with details of the work & previous files of the Office. Mr. Srinivasa may therefore be asked to attend to this. ~~If not the~~ He may be required to submit weekly diary of the work turned out on every Monday.

Mr. Srinivasa Iyengar may be given the work of sorting out the applications as well as diarying.

Please give effect to this & hand up the file again.

20/6.

Secd for perusal 20/6.

Perused. The suggestions not much that ever day can be attended to by Mr. K.S. ~~Mr~~ regarding re his transfer may be kindly allowed in the circumstances.

Chiefsecy.

21/6

21/6

21/6

N B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

CHIEF SECRETARY.
21 JUNE 1928

Bdcc 23/6/28

G.F. 1
3325
9

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Displ- Ofc memorandum appointing Mr H.S. Jekapha as Second Division Clerk temporarily for four months - He joined duty on 20.6.28.

23/6 - 23.6.28

Grant relief due 1.8.28 for regularising vice Cowie absent

26/6

Issued vide No 4074 dt 26.6.28.

To O B for kindly taking note of the order of the day, C R B'd Memorandum herein

26.6.28 O.B.

Mr Emmans application has been retained in the Branch.

Mr. Dalton None 26/6

Mr. Emmans application has been retained in the Branch. 27/6/28

BR cc Duty 5/7/28 Lieut. C.R.B, with Compliments

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Proceedings of the ... of H.H. the Maharaja of Mysore (10)

Read:-

Government Order No.0-1350-1/O.B. 24-27-1 dated 21st October 1927 passing orders in the matter of re-adjustment of the sanctioned strength of the ministerial establishment of the - General & Revenue Secretariat and the Office of the Central Recruitment Board

Order No:- 3776/C.R.B. 18-27-1
25-5-28

Government are pleased to sanction the entertainment of a - Second Division Clerk on Rs.30/- per mensem temporarily for a period of four months for sorting the old records of the Office of the Central Recruitment Board.

2. The cost will be met out of the provision under the head -

"12 Genl:-Admn:- Civil Secretariats"

in the State Budget ~~for the years 1927-28 and 1928-29~~.

Chief Secry to Govt.

17/5

The Comptroller,
through the Financial Secretariat

Copy to the Secretary, C.R.B.

" to the Office Branch.

16.5.28

G.O. 4074 Ko-K 18.27.
26-6-28. (4)

F. R. S. G/33]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

Central Recruitment Board,

Dated Bangalore June 1928

Office Memorandum:

H.S.Yellappa is appointed as a Second Division Clerk in the office of the Secretary, Central Recruitment Board on Rs.30/- per mensem temporarily for a period of four months with ---- effect from 20th June 1928 (Vide G.O. No. 3776/CRB dated 25th May 1928).

By Order,

23/6 Chief Secretary to Government.

CRB 18-27-2

Memo No. 4075. dt 26.6.28

Copy of the above is forwarded with compliments to the Comptr to Government for information.

By Order

G.O 4076-7.
26.6.28.

23/6 Chief Secretary to Govt.

Copies to C.R.B. and H.S.Yellappa.

23.6.28

WD 2230—GPB—1,00,000—23-7-20